

8 JUN 1962

~~CONFIDENTIAL~~

MEMORANDUM FOR: Chief, Technical Accounting Staff

SUBJECT: General - [REDACTED] Chapter 10

25X1A

Specific - Acceptance of Employees Personal Checks

1. Attached is a copy of a memorandum for the Chief, Finance Division from Chief, Monetary Branch, dated 21 May 1962, subject: Transmittal of Personal Checks to Headquarters, with attachments.

2. As indicated, considerable delay occurs many times when checks are transmitted by true-name pouch to the Monetary Branch, prior to receipt of the explanatory dispatch and attached T/A from the field station. (See paragraph 1h (3) (a), and 1h (3) (d) (1).

3. It is requested that the procedure be revised for the transmittal of personal checks to conform in substance with the transfer of currency which would permit the transmittal of the personal checks by true-name pouch with supporting schedule indicating the names of the employees drawing the checks and amounts with reference to a T/A number, and total amount. Copies of the T/A need not be forwarded to headquarters but used by the station for recording the reduction in cash and transfer of accountability on the station books. Upon receipt of this type of information, the Monetary Branch can journalize the transaction and present the checks to a bank for clearance.

4. The above suggested modifications in procedure are considered nominal, the adoption of which, however, would expedite the handling of the personal checks by the Monetary Branch at time of receipt.

5. It is requested that a member of your Staff discuss the above with representatives of the Monetary Branch in resolving the techniques to be adopted in this regard.

Attachments

tel
[REDACTED]
Deputy Chief, Finance Division

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